

ACCOUNT EXECUTIVE/SALES

One (1) full-time, exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ Copy of valid, unrestricted Michigan drivers license
- ☐ Minimum of three (3) Letters of Recommendation relating to sales ability
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Pauline Spruce, Personnel Director
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4140
Fax: 906-353-8068
Email: pauline@kbic-nsn.gov

Distribution Date: December 13, 2010

Closing Date: Open Continuous

POSITION DESCRIPTION

POSITION:

ACCOUNT EXECUTIVE/SALES

One (1) Full-time, exempt position.
40 hours/week

LOCATION:

Eagle Radio; Hancock and Baraga, Michigan

SUPERVISORY CONTROL:

Sales Manager

SALARY:

Grade 1 - \$1,800 monthly draws against collected commissionable sales. 20% of collected sales thereafter. \$200 gas allowance/month.

QUALIFICATIONS:

- High School Diploma or Equivalent required.
- Creative writing skills needed.
- Highly motivated and organized.
- Reliable transportation.
- At least six (6) months sales experience required. Prefer extensive experience in outside sales, 5+ years.
- Must have good people skills, valid Michigan drivers license, and a good driving record.
- Must be willing to (or be trained to) perform live remote broadcasts from businesses.
- Good attention to detail and highly motivated to learn new and challenging skills.
- Computer skills are required, with a working knowledge of MS Word, Excel, and Keyboarding.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

- Telemarketing
- Travel required in assigned territory.
- Attend assigned radio station live broadcasts, promotions and events.
- Develop new business throughout assigned territory.
- Service existing client list for the assigned territory.
- Process orders completely on a timely basis.
- Write advertising copy.
- Prioritizes and plans work activities.
- Present a professional appearance at all times.
- Professionally represent the Keweenaw Bay Indian Community to the client and the community.
- Demonstrate ability to answer objections and close the sale.
- Be an energetic, personable, and hard working person.
- Must be willing to work till the job is done for the day.
- Attendance and punctuality is critical.
- Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit.
- Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned.

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